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SECURITY INFORMATION  
LOGISTICS OFFICE

Tab 'A'

FIRST QUARTERLY REVIEW OF CALENDAR YEAR 1953

PROGRAMMED OBJECTIVES

I. OFFICE OF THE CHIEF:

A. General

1. Decentralisation of normal line functions of command through the Deputy and Assistant Chief for Operations, to insure better planning, controlling and organizing day-to-day activities.
  - a. The recognition, the analysis, and the solution of specific operational problems.
  - b. The determination of work assignments and the obligation for their proper performance to include subdivision and definite allocation.
  - c. Insure proper delegation of authority, organisation, balance, flexibility, growth and simplicity.
2. Staying ahead of DD/P operational plans through analysis of available current intelligence and DD/P operational capabilities, to insure maximum logistical lead-time.
  - a. Evaluation of all available current intelligence reports.
  - b. Compilation of logistic statistics.
3. Detailed establishment of staff responsibilities for full implementation of a sound materiel programming cycle.
  - a. Computation of realistic projected requirements through continued liaison with the operating Divisions.
  - b. The constant evaluation of materiel on hand to derive net current requirements.
  - c. Detailed coordination with the Director of Budget to ensure availability of funds.
  - d. Planned procurement in accordance with current and projected requirements.

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4. Planned evaluation of working relations with others for harmony and common understanding.
5. Periodic review of all office activities to provide data for effecting maximum economy and efficiency.
  - a. Analysis as to the speed, capacity and accuracy of operative methods employed.
  - b. Evaluation of the degree of centralized control by Staff and Division based on the size of the organization, the magnitude of the operation, and the complexity of the functionalization.

B. Administration: Programs and Projects

1. Develop policy and procedures in support of a Career Service Program to include:
  - a. Identification of all logistics positions.
  - b. The requirements for selection of professional logistics personnel.
  - c. A rotation program.
  - d. The determination of training requirements and the establishment of a training program utilizing facilities available.
2. Develop staff support to all Logistics Office components for the publication, implementation, and revision of all logistical regulatory issuances to include:
  - a. Agency Headquarters and Field Regulations, Notices and Handbooks.
  - b. Technical manuals.
  - c. Logistics Office instructions.
3. Improvement of personnel and correspondence administration through complete staff activation and the application of established procedures.

II. SERVICE DIVISION: PROGRAMS AND PROJECTS

A. Supply Division.

1. Centralize existing warehouse facilities [REDACTED]

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- a. Continuous coordination and follow-up with the General Services Office to expedite construction, necessary transportation, and additional personnel to make the move.
- b. Develop and implement a detailed plan to accomplish the move.
2. Analyze the requirements of the requisitioning activity based upon ultimate distribution of the material.
  - a. Insure balance work load between depots.
  - b. Maintain continuing liaison with Purchase Division and the Transportation Division.
3. Establish a periodic world-wide Stock Balance and Consumption Report.
  - a. Implement adequate procedures which direct the submission of stock consumption data.
4. Supervise a world-wide inventory program and initiate controls to keep inventory current.
  - a. Insure the publication of a directive which outlines the procedures to be followed in establishing this program.
5. Implement a supply training program for training key operating personnel.
  - a. Preparation of a brochure of training requirements.
  - b. Establish detailed agreement with the Office of Training for implementation at designated locations.
- 25X1A 6. Recruit qualified personnel [REDACTED] to insure proper discharge of supply functions, such as receipt, storage and issue.
7. Expand the inspection and maintenance functions to insure proper stock surveillance.
  - a. Schedule and effect world-wide inspection of material.

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B. Procurement Division.

1. Facilitate planning and control to forecast:
  - a. Future procurement problem areas.
  - b. Potential sources of supply and their financial and productive reliability.
2. Develop internal procurement status control.
  - a. Expedite contract negotiation.
  - b. Establish positive item procurement.
3. Improve quality of work through the complete indoctrination of all individuals in the utilization of accepted and tried contractual procurement practices of other Government agencies.
4. Expedite contract negotiation and item procurement.
  - a. Adequate working agreements Department of Defense.
  - b. Better understanding with General Services Administration.

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6. Complete indoctrination of the requisitioning activity.
  - a. Secure accurate specifications, classification [REDACTED] 25X1C
  - b. Establish realistic delivery dates. 25X1A
7. Establish proper and adequate sources [REDACTED]
8. Prepare Procurement Policy for inclusion in Procurement and Supply Manual to clearly define logistical policy and procedures.

C. Transportation Division.

1. Develop controls whereby transportation cargo requirements can be projected on the basis of supply requirements.

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- a. Furnish Department of the Air Force and Department of the Army with estimated airlift tonnages.
- b. Compile tonnage data based on information furnished by Supply Division.

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- 2. Establish procedures which outline the methods to be utilized by personnel departing for overseas [REDACTED] in securing reservations, dependent movement, and movement of privately owned property.

- a. Insure publication of Handbook.

- b. Development and coordination of working arrangements [REDACTED]

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- c. Develop necessary forms and documents.

- 3. Establish historical transportation records to be utilized in current and future transportation planning.

- a. Establish procedures for accumulation of data.

- b. Define specific responsibilities for collection and reporting.

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- c. Develop necessary forms.

- 4. Determine the motor vehicle requirements [REDACTED]

- a. Conduct vehicle survey.

- b. Determination of requirement.

D. Real Estate and Construction Division.

- 1. Establish accountability system for all CIA real property.

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- 2. Prepare Real Estate and Construction Regulations for the Procurement and Supply Manual [REDACTED]

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3. Guide the architectural and engineering planning and supervise the construction of the following and other special interest projects:

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4. Stabilize the activities of the Safe House Branch.
    - a. Establish adequate records system.
    - b. Realign functions.
  5. Initiate a field inspection program to insure good facilities and utilities management.
    - a. Give technical guidance to installation commanders.
  6. Improve liaison and understanding with those in other Government agencies who assist in Real Estate and Construction programs.

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